

Office of

**AUBURN SEWERAGE DISTRICT**

**Office Telephone # 784-6469**

The regular monthly meeting of the Trustees of the Auburn Sewerage District will be held at the office of the Auburn Sewerage District, 268 Court Street, on **Tuesday, June 16, 2015 at 4:00 P.M.**

**AGENDA**

1. Introduce and welcome Mike Broadbent as Assistant Sewer Superintendent
2. Approve Minutes of Regular Meeting of May 19, 2015.
3. Financial Report Update - *Greg Leighton.*
4. Ratify Payment of Bills
5. Open Session
6. Activity Report - *Mike Broadbent*
7. New Business
  - Maine Power Options - Recommendation for long-term fixed rates
  - LAWPCA Apportionment & Financials - FYI only
  - Measuring of the Lake
8. Old Business
  - Sewer Lining Projects
  - Pump Station Upgrades
  - Cascades - Odor Control Strategy
  - Policy Workgroups
    - o Rules for Meetings
    - o Report from Committees
9. Adjourn Regular Meeting.

Upcoming - Trustee Meeting - July 21

May 19, 2015

The regular monthly meeting of the Trustees of the Auburn Sewerage District was held at the Office of the Auburn Sewerage District, 268 Court St. on Tuesday, May 19, 2015 at 4:00PM.

Members present: Robert Cavanagh (President) and Heidi McCarthy (Treasurer), Tizz Crowley (Mayor's Representative), Joseph DeFilipp, Raymond Fortier, Stephen Ness and Charles Sheehan. Also present: John Storer, Superintendent, Sid Hazelton, District Engineer and Greg Leighton of Maine Water Company.

The Board welcomed Charles Sheehan as the new Trustee.

On motion of Stephen Ness, seconded by Joseph DeFilipp, it was voted: **To approve the minutes of the Regular Meeting of April 21, 2015** as amended.

**FINANCIAL REPORT** – Consumption is down but revenues are up from prior year. Cascades Auburn Fiber continues to be down, but appears to have rebounded in May. The projection is that the District will meet the budget at year end.

#### **RATIFY PAYMENT OF BILLS**

On motion of Tizz Crowley, seconded by Stephen Ness, it was voted: **To ratify the payment of bills in the amount of \$ 411,191.09 as shown on the printout dated April 18, 2015 – May 15, 2015.**

**OPEN SESSION** – K.C. Geiger, Auburn Water District Trustee, was in attendance.

**ACTIVITY REPORT** – The April Activity Report was presented by Sid Hazelton.

The vector truck is back in service. The District has hired a new employee who will be trained in the use of the vector truck should Craig or Kevin be out. There is also a push for employees to obtain their Class A tanker endorsement license before new regulations take effect. Roughly half of the residents on Davis Avenue have taken advantage of the free video inspection of their sewer services. The District has separated the catch basins from the sewer on Old Farm Hill Rd., Undercliff Road and Roak St.

**BROAD ST & SEVENTH STREETS** – The sewer lining will be completed by Friday.

#### **EXECUTIVE SESSION PER 1 M.R.S.A. § 405 (6) (D) TO DISCUSS STAFFING AND PROPOSED RECOMMENDATIONS.**

On motion of Joseph Defilipp, seconded by Heidi McCarthy, it was unanimously voted: **To move into Executive Session.**

The meeting came out of Executive Session.

On motion of Tizz Crowley, seconded by Stephen Ness, it was unanimously voted: **To hire Sid Hazelton as Acting Superintendent for six months at a salary that is at a midpoint between Sid's current salary and Superintendent Storer's salary.**

On motion of Heidi McCarthy, seconded by Tizz Crowley, it was unanimously voted: **To move into Executive Session.**

The meeting came out of Executive Session.

**NEW BUSINESS**

**ELECTION OF OFFICERS -**

On motion of Stephen Ness, seconded by Tizz Crowley, it was unanimously voted:

**To elect the officers as follows:**

<b>PRESIDENT :</b>	Robert Cavanagh
<b>TREASURER:</b>	Heidi McCarthy
<b>CLERK:</b>	Tanya Johnson
<b>AUDITORS</b>	Horton, McFarland & Veysey
<b>ACTING SUPERINTENDENT:</b>	Sid Hazelton

**LAWPCA CHARTER AMENDMENT-** FYI Pending final vote by the full Legislature, the Sewer Trustee President will be allowed to select another Trustee or resident of Auburn to serve as the Sewer District's LAWPCA representative.

**APPOINT LAWPCA REPRESENTATIVE** -Jeffrey Preble has agreed to stay on the LAWPCA board and Sid Hazelton will replace Superintendent Storer. President Robert Cavanagh recommended that Jeffrey Preble continue to serve as the sewer representative.

On motion of Tizz Crowley, seconded by Stephen Ness, it was unanimously voted:  
**To support the President's recommendation that Jeffrey Preble continue to serve as the sewer representative on the LAWPCA board.**

**OLD BUSINESS**

**SEWER LINING PROJECTS -** The District received bids from Layne Inliner and Ted Berry. Layne Inliner will be lining Davis Avenue which will be completed in about four days.

**POLICY WORKGROUPS –**

**REPORT FROM COMPENSATION COMMITTEE –** The committee meets on Thursdays at 11:00am at City Hall. Charles Sheehan will join the committee. It was suggested that a questionnaire be drafted for employees to make known their wants and don't wants to be completed as part of the Simply Put, LLC team building sessions.

The Bill Stuffer Policy remains to be updated and brought back to the board for a vote

On motion of Heidi McCarthy, seconded by Tizz Crowley, it was unanimously voted:  
**To move into Executive Session.**

The meeting came out of Executive Session.

The meeting was adjourned.

**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
FIVE MONTHS ENDED MAY 31, 2015**

	May	2015	Y-T-D THRU MAY 2015		
	YTD - 2014	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Metered Income	\$1,308,697	\$3,422,154	1,441,424	\$1,425,898	\$15,527
Industrial Surcharge	226,837	562,205	166,854	234,252	(67,398)
Public Basins	20,696	53,892	20,696	22,455	(1,759)
Jobbing & Mdse.	13,540	18,352	4,536	7,647	(3,110)
Sewer Assessments	7,955	22,302	4,961	9,293	(4,332)
Finance Charges	7,991	16,742	6,453	6,976	(523)
Interest Income	758	1,985	577	827	(250)
Industrial Treatment Sampling	46,200	46,200	19,250	19,250	0
Capacity Fees (SDS)	5,625	8,625	13,270	3,594	9,676
<b>TOTAL REVENUES</b>	<b>1,638,299</b>	<b>4,152,457</b>	<b>1,678,022</b>	<b>1,730,190</b>	<b>(52,169)</b>
			<b>40.41%</b>	<b>41.67%</b>	<b>&lt; Standard</b>
<b><u>EXPENSES:</u></b>					
Payroll	141,919	389,647	139,119	162,353	(23,234)
Employee Benefits	75,167	191,598	71,343	79,833	(8,490)
Maint. of Sewers	15,361	61,015	6,973	25,423	(18,450)
Lift Stations	43,783	113,137	37,063	47,140	(10,078)
Maint. of Buildings	19,174	37,467	16,938	15,611	1,327
Maint. of Trucks	7,489	19,320	(2,366)	8,050	(10,416)
Office Expense	15,326	31,265	13,989	13,027	962
Collection Expense	(21,216)	(7,000)	(718)	(2,917)	2,199
General Expense	2,091	11,714	1,735	4,881	(3,146)
Insurance	25,860	54,714	28,625	22,798	5,827
Legal & Accounting Fees	14,734	33,530	11,665	13,971	(2,306)
Billing Expense	31,034	65,090	30,106	27,121	2,985
L.A.W.P.C.A.	594,747	2,195,623	633,933	914,843	(280,910)
<b>SUB-TOTAL</b>	<b>965,469</b>	<b>3,197,120</b>	<b>988,405</b>	<b>1,332,133</b>	<b>(343,728)</b>
Interest	46,866	87,256	42,024	36,357	5,668
<b>TOTAL EXPENSES</b>	<b>1,012,335</b>	<b>3,284,376</b>	<b>1,030,429</b>	<b>1,368,490</b>	<b>(338,061)</b>
			<b>31.37%</b>	<b>41.67%</b>	<b>&lt; Standard</b>
Bonds - Principal Payments	195,621	472,746	196,973	196,978	(5)
<b>SURPLUS FROM OPERATIONS</b>	<b>430,343</b>	<b>395,335</b>	<b>450,619</b>	<b>164,723</b>	<b>285,897</b>



**Auburn Sewerage District  
Accounts Payable Check Register  
May 16, 2015 thru June 12, 2015**

6/11/2015

<u>Check #</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Amount</u>
3916	5/22/2015	5	Andros. Registry Of Deeds	5/21/2015	Release liens	<u>66.00</u>
Lien Release Fees						
						<b>Vendor Total:</b>
						<b>66.00</b>
3924	5/29/2015	5	Andros. Registry Of Deeds	5/28/2015	Place lien	<u>22.00</u>
Lien Release Fees						
						<b>Vendor Total:</b>
						<b>22.00</b>
3940	6/12/2015	6	Auburn Concrete	6/4/2015	Flowable fill	<u>488.00</u>
BROAD ST 2015						
						<b>Vendor Total:</b>
						<b>488.00</b>
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>87.96</u>
W/C INSURANCE						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>521.07</u>
MISC BUILDING EXPENSE						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>421.56</u>
MISC EXP-MAINT OF MAINS						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>275.00</u>
Truck #27 (2006 Chevy)						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>206.68</u>
Truck #35 (2013 Vacuum Truck)						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>331.76</u>
Truck #37 (2015 GMC Sierra)						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>258.87</u>
TEL-BUILDING						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>120.25</u>
TEL-OFFICE						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>2,173.11</u>
OFFICE EQUIP MAINT						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>1,416.82</u>
MISC BILLING & ACCTG						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>407.25</u>
MISC OFFICE EXPENSE						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>22.00</u>
Lien Release Fees						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>2,843.37</u>
EMPLOYEE BENEFITS						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>345.89</u>
PUR POWER-BUILDING						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>172.92</u>
PUR POWER-OFFICE						
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills	<u>24.00</u>
ACCRUED UNITED WAY						

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3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills ACCRUED PENSION W/H	<u>33.92</u>
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills WAGES-MAINT OF MAINS	<u>4,014.41</u>
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills OFFICE SUPPLIES	<u>327.22</u>
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills ACCOUNTING SERVICES	<u>1,265.00</u>
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills Truck #21 (2002 Chevy Srv Trk)	<u>85.00</u>
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills RIVER STATION	<u>172.47</u>
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills MAT/SUP-MAINT/BLDG	<u>1,347.75</u>
3925	5/29/2015	4	Auburn Water District	5/15/2015	April bills MAT/SUP-MAINT/MAINS	<u>99.54</u>
<b>Vendor Total:</b>						<b>16,973.82</b>
3927	5/29/2015	5	Constellation NewEnergy,	5/12/2015	River Station power ACCRUED POWER	<u>396.10</u>
3927	5/29/2015	5	Constellation NewEnergy,	5/12/2015	Lewiston Jct power ACCRUED POWER	<u>231.23</u>
3927	5/29/2015	5	Constellation NewEnergy,	5/12/2015	Morrow Road power ACCRUED POWER	<u>18.75</u>
<b>Vendor Total:</b>						<b>646.08</b>
3934	6/5/2015	5	Constellation NewEnergy,	5/19/2015	Washington St power ACCRUED POWER	<u>172.88</u>
3934	6/5/2015	5	Constellation NewEnergy,	5/13/2015	Moose Brook power ACCRUED POWER	<u>252.51</u>
<b>Vendor Total:</b>						<b>425.39</b>
3941	6/12/2015	6	Eastern Fire Services, Inc.	5/29/2015	calibration of gas monitor MISC BUILDING EXPENSE	<u>110.00</u>
<b>Vendor Total:</b>						<b>110.00</b>
3929	5/29/2015	5	Gagne & Sons	5/13/2015	rubber gloves Truck #35 (2013 Vacuum Truck)	<u>35.04</u>
<b>Vendor Total:</b>						<b>35.04</b>
3943	6/12/2015	6	Gagne & Sons	6/3/2015	4" grade rings MAT/SUP-MAINT/MAINS	<u>93.00</u>
<b>Vendor Total:</b>						<b>93.00</b>
3935	6/5/2015	6	Gilman Electrical Supply	5/28/2015	plugs, nipples, gaskets E-1 UPGRADE	<u>229.65</u>

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3935	6/5/2015	6	Gilman Electrical Supply	6/2/2015	staples, bridge connectors	<u>111.82</u>
E-1 UPGRADE						
						<b>Vendor Total:</b>
						<b>341.47</b>
3917	5/22/2015	6	Group Dynamic, Inc.	5/12/2015	June billing	<u>33.00</u>
EMPLOYEE BENEFITS						
						<b>Vendor Total:</b>
						<b>33.00</b>
3936	6/5/2015	5	Hammond Tractor Compan	5/26/2015	portable generator-tk#37	<u>1,099.00</u>
Portable Generators						
						<b>Vendor Total:</b>
						<b>1,099.00</b>
3918	5/22/2015	5	Horizon Solutions, LLc	5/1/2015	E-2 project	<u>508.97</u>
E-2 UPGRADE						
						<b>Vendor Total:</b>
						<b>508.97</b>
3944	6/12/2015	6	Horton,McFarland & Veys	5/28/2015	Audit for 2014	<u>4,975.00</u>
ACCOUNTING SERVICES						
						<b>Vendor Total:</b>
						<b>4,975.00</b>
3919	5/22/2015	5	Insituform	3/17/2015	Sewer lining	<u>102,177.50</u>
SEWER LINING 2015						
						<b>Vendor Total:</b>
						<b>102,177.50</b>
3933	6/5/2015	6	Kathleen Shaw	6/4/2015	customer refund	<u>45.51</u>
A/R SEWER CUSTOMERS						
						<b>Vendor Total:</b>
						<b>45.51</b>
3928	5/29/2015	5	Kevin Desjardins	5/28/2015	3 trips Portland-sewer class	<u>134.40</u>
MISC BUILDING EXPENSE						
						<b>Vendor Total:</b>
						<b>134.40</b>
3920	5/22/2015	5	L.A.W.P.C.A.	5/5/2015	May operating costs	<u>116,649.12</u>
LAWPCA						
						<b>Vendor Total:</b>
						<b>116,649.12</b>
3937	6/5/2015	5	Layne Inliner, LLC	5/27/2015	Broad St	<u>12,800.00</u>
BROAD ST 2015						
						<b>Vendor Total:</b>
						<b>12,800.00</b>
3931	5/29/2015	5	Maine Municipal Assoc.	5/15/2015	Unemployment-2nd pmt	<u>359.25</u>
EMPLOYEE BENEFITS						
						<b>Vendor Total:</b>
						<b>359.25</b>
3922	5/22/2015	5	Maine Municipal Bond Bar	4/27/2015	2007 FR loan	<u>11,514.81</u>
ACCRUED INTEREST						
3922	5/22/2015	5	Maine Municipal Bond Bar	4/27/2015	2007 FR loan	<u>66,955.00</u>
BOND 2007 FR						

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3922	5/22/2015	5	Maine Municipal Bond Bar	4/27/2015	2009 ARRA loan	<u>2,069.63</u>
ACCRUED INTEREST						
3922	5/22/2015	5	Maine Municipal Bond Bar	4/27/2015	2009 ARRA loan	<u>41,392.68</u>
BONDS 2009 ARRA						
<b>Vendor Total:</b>						<b>121,932.12</b>
3939	6/5/2015	6	Maine Municipal Emp.Hlth	5/12/2015	June billing	<u>7,149.72</u>
EMPLOYEE BENEFITS						
3939	6/5/2015	6	Maine Municipal Emp.Hlth	5/12/2015	June billing	<u>112.50</u>
ACCRUED LIFE INSURANCE						
3939	6/5/2015	6	Maine Municipal Emp.Hlth	5/12/2015	June billing	<u>271.37</u>
ACCRUED IPP W/H						
3939	6/5/2015	6	Maine Municipal Emp.Hlth	5/12/2015	June billing	<u>579.51</u>
ACCRUED DENTAL						
3939	6/5/2015	6	Maine Municipal Emp.Hlth	5/12/2015	June billing	<u>1,261.70</u>
ACCRUED HEALTH INS W/H						
<b>Vendor Total:</b>						<b>9,374.80</b>
3932	6/5/2015	6	Richard Haley	6/4/2015	customer refund	<u>19.59</u>
A/R SEWER CUSTOMERS						
<b>Vendor Total:</b>						<b>19.59</b>
3923	5/22/2015	5	Skelton, Taintor & Abbott	4/10/2015	legal services-April	<u>120.00</u>
LEGAL SERVICES						
3923	5/22/2015	5	Skelton, Taintor & Abbott	4/10/2015	Legal services - April	<u>564.90</u>
LEGAL SERVICES						
<b>Vendor Total:</b>						<b>684.90</b>
3948	6/12/2015	6	Spencer Group	6/8/2015	Lake St - 3 manholes	<u>330.00</u>
MAT/SUP-MAINT/MAINS						
<b>Vendor Total:</b>						<b>330.00</b>
3942	6/12/2015	6	Steel Service Center, Inc.	6/3/2015	Ss pipe for E-1	<u>764.91</u>
E-1 UPGRADE						
<b>Vendor Total:</b>						<b>764.91</b>
3915	5/22/2015	4	The Bank of New York Me	4/2/2015	Principal	<u>60,000.00</u>
BONDS-6/1/99 NEW ISSUE						
3915	5/22/2015	4	The Bank of New York Me	4/2/2015	interest	<u>9,607.50</u>
ACCRUED INTEREST						
<b>Vendor Total:</b>						<b>69,607.50</b>
3921	5/22/2015	5	Treasurer, State of Maine	5/18/2015	Desjardins w/e 5/17	<u>82.00</u>
ACCRUED OTHER DEDUCTIONS						
<b>Vendor Total:</b>						<b>82.00</b>

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3930	5/29/2015	5	Treasurer, State of Maine	5/25/2015	Desjardins w/e 5/24	<u>82.00</u>
ACCRUED OTHER DEDUCTIONS						
						<b>Vendor Total:</b>
						<b>82.00</b>
3938	6/5/2015	5	Treasurer, State of Maine	6/1/2015	Desjardins w/e 5/31	<u>82.00</u>
ACCRUED OTHER DEDUCTIONS						
						<b>Vendor Total:</b>
						<b>82.00</b>
3947	6/12/2015	6	Treasurer, State of Maine	6/8/2015	Desjardins w/e 6/7	<u>82.00</u>
ACCRUED OTHER DEDUCTIONS						
						<b>Vendor Total:</b>
						<b>82.00</b>
3946	6/12/2015	5	Vantagepoint Transfer Age	5/31/2015	ICMA 401	<u>1,278.83</u>
EMPLOYEE BENEFITS						
						<b>Vendor Total:</b>
						<b>1,278.83</b>
3945	6/12/2015	5	Vantagepoint Transfer Age	5/31/2015	ICMA 457	<u>1,012.80</u>
ACCRUED DEFERRED COMP						
						<b>Vendor Total:</b>
						<b>1,012.80</b>
<b><u>Grand Total:</u></b>						<b><u>463,316.00</u></b>

*Net Payroll + Taxes*

22,035.68

\$ 485,351.68

5/31/2015

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Auburn Water District	shared employees benefit allocation - May	1604-000	2604-000	\$ 1,101.81
Auburn Water District	shared employees wage allocation - May	1685-000	2601-600	\$ 2,448.48
Auburn Water District	petty cash -mileage	1142-300	2675-800	\$ 51.32
Auburn Water District	petty cash -tolls	1142-300	2675-500	\$ 9.25
City of Auburn	gas for month of - March	1142-300	2650-120	\$ (85.00)
City of Auburn	gas for month of - March	1142-300	2650-121	\$ (62.01)
City of Auburn	gas for month of - March	1142-300	2650-124	\$ (50.53)
City of Auburn	gas for month of - April	1142-300	2650-120	\$ (85.00)
City of Auburn	gas for month of - April	1142-300	2650-121	\$ (108.62)
City of Auburn	gas for month of - April	1142-300	2650-124	\$ (186.01)
City of Auburn	gas for month of - May	1142-300	2650-120	\$ 170.00
City of Auburn	gas for month of - May	1142-300	2650-121	\$ 140.00
Ann's Flower Shop	Goss funeral	1142-300	2675-800	\$ 33.21
Steve Bell	t shirt order - employee purchased	1142-300	2241-060	\$ 5.61
Steve Bell	t shirt order for employees	1142-300	2604-000	\$ 64.22
Belltone Answering Service	answering service - May	1142-300	2675-800	\$ 31.50
Belltone Answering Service	answering service - panic buttons - May	1142-300	2675-800	\$ 4.98
Bisson Enterprises, Inc.	office cleaning - May	1142-300	2675-500	\$ 282.50
Central Maine Power	power @ 268 Court Street - May	1142-300	2615-500	\$ 133.60
Central Maine Power	power @ 268 Court Street - May	1142-300	2615-800	\$ 66.81
Coastal T shirts	lettering for t shirts	1142-300	2604-000	\$ 68.60
Constellation NewEnergy	energy charge @ 268 Court Street - May	1142-300	2615-500	\$ 225.00
Constellation NewEnergy	energy charge @ 268 Court Street - May	1142-300	2615-800	\$ 112.50
Dead River	tank #1 propane - Lewiston Jct	1142-300	2620-203	\$ 54.10
Dig Safe System, Inc.	estimated cost - May	1142-300	2675-600	\$ 323.18
Fastenal	safety equip-gloves, glasses	1142-300	2620-500	\$ 103.94
Fortier's security	padlocks for pump stations & vaults	1142-300	2620-500	\$ 120.48
D. Fortin Lawncare	Court St spring clean up	1142-300	2675-500	\$ 210.00
G&G Lanscaping	lawn mowing May	1142-300	2675-100	\$ 1,207.00
Gagne & Son	3 shovels for shop	1142-300	2620-500	\$ 44.74
Great American Financial	Konica Digital Copier - lease - May	1142-300	2675-800	\$ 107.61
Home Depot	rubber gloves	1142-300	2604-000	\$ 20.91
Lebel's Heating	labor - weld drill base	1142-300	2620-500	\$ 48.75
City of Lewiston	wages and benes - Dan Rodrigue - April	1142-300	2601-600	\$ 573.37
City of Lewiston	wages and benes - Dan Rodrigue - April	1142-300	2604-000	\$ (324.42)
City of Lewiston	wages and benes - Dan Rodrigue - April	1142-300	2658-000	\$ 90.87
City of Lewiston	wages and benes - Dan Rodrigue - May	1142-300	2601-600	\$ 1,850.00
City of Lewiston	wages and benes - Dan Rodrigue - May	1142-300	2604-000	\$ 245.00
City of Lewiston	wages and benes - Dan Rodrigue - May	1142-300	2658-000	\$ 120.00
Maine I.T.	network upgrades	1142-300	2675-800	\$ 180.00
Maine State Retirement System	retirement contribution - May	1142-300	2604-000	\$ 1,389.68
Maine State Retirement System	retirement contribution - May	1142-300	2241-030	\$ 37.00
Maine State Retirement System	retirement contribution - May - Dave	1241-050	2241-050	\$ 31.74
Maine State Retirement System	retirement contribution - May - Dave	1241-070	2241-070	\$ 122.82
Maine State Retirement System	retirement contribution - May - Dave	1241-065	2241-065	\$ 93.24
Maine Water Company	accounting services - Greg Leighton - May	1142-300	2632-800	\$ 1,980.00
Maine State Treasurer	Work zone flagging class	1142-300	2675-500	\$ 170.00
WB Mason	2 boxes trash bags	1142-300	2620-500	\$ 65.99
WB Mason	Flash drives	1142-300	2620-800	\$ 19.69
WB Mason	window envelopes	1142-300	2620-800	\$ 124.50
WB Mason	3 heavy duty binders for trucks	1142-300	2620-500	\$ 53.54
WB Mason	C batteries, small trash bags	1142-300	2620-500	\$ 24.77
WB Mason	AA batteries	1142-300	2620-500	\$ 10.00
WB Mason	tri-fold towels, paper towels, large trash bags	1142-300	2620-500	\$ 160.47
Napa	truck # 35 relay	1142-300	2650-123	\$ 27.43
Ness Oil	May diesel	1142-300	2620-600	\$ 507.93
Northern Data Systems	customer billing - May & PDF formats	1142-300	2675-700	\$ 1,143.75
Oxford Networks	telephone service - May	1142-300	2676-800	\$ 121.14
Pembroke Occupational	drug testing	1142-300	2675-600	\$ 124.00
Pine Tree Waste	bulk waste - May	1142-300	2675-500	\$ 97.57
Pitney Bowes	postage rental 6/1 to 8/31	1142-300	2675-800	\$ 30.00
Pitney Bowes	postage rental 6/1 to 8/31	1142-300	2675-800	\$ 200.00
Secretary of State	Class A test fee-Craig, Andy, Rod H, & Don	1142-300	2675-500	\$ 70.00
Skelton, Taintor & Abbott	legal services	1142-300	2633-800	\$ 112.50
Spiller's	safety glasses	1142-300	2604-000	\$ 23.91
Staples	file cabinet for John's office	1142-300	2620-800	\$ 80.00
Staples	cd's sewer inspection	1142-300	2620-600	\$ 37.98
John Storer	business mileage reimbursement - May	1142-300	2675-500	\$ 175.00
Super Shoes	Desjarding, Millett, Hamann clothing	1142-300	2604-000	\$ 413.93
Thayer Corporation	Quarterly maintenance agreement	1142-300	2675-500	\$ 388.75
U.S. Cellular	cell phones - May	1142-300	2676-500	\$ 259.04
United Way	employee contribution - May	1142-300	2241-000	\$ 24.00
Unitil	268 Court Street - May	1142-300	2620-500	\$ 360.37
Zee Medical Supplies	Office first aid kit supplies	1142-300	2675-500	\$ 43.53

\$ 17,872.02

# Memo

**To:** Water & Sewerage District Trustees  
**From:** Sid Hazelton, P.E., Acting Superintendent  
**CC:** Files  
**Date:** 6/12/2015  
**Re:** Discussion of June Agenda Items

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## Reporting of GL Bills

You will notice this months' Accounts Payable Check Register has an expanded format. It now includes the GL description and a new reference line under the description heading. If there are numerous items paid under one check, they are now listed and described individually. Credit for making this change goes to Tanya Johnson for researching this issue and working with Northern Data. We have the flexibility to change this format if the trustees would like to see modifications moving forward.

## Broad Street Water Main Installation

Work is progressing on schedule, and we are planning to wrap the project up by the July 1 deadline. We have completed main installation up to Sixth Street. Once the main is installed, we will tie in the water services. Paving has been completed on the critical South Main/Broad St. intersection.

## Davis Avenue Sewer Liner

Layne Liner has completed the sewer liner project on Davis Avenue. We are reviewing the video recordings prior to releasing final payment.

## Lake Auburn Update

At this time the lake is in good shape.

Phosphorus samples at the deep hole have been within historic norms. 0.010 is the level expected in a healthy lake.

Turbidity is tracking normally as well.

Concerning algae, we have seen diatoms in the water, which can cause some taste and odor issues in the distribution system. The good news is we have not seen the presence of blue-green algae.

### LAWPCA Apportionment

The May cost apportionment at LAWPCA was 46.64% Auburn – 53.36% Lewiston. Auburn is projected to be at 47.14% at six months, which is a little higher than our initial budget projection of 46.5%. We currently have an accumulated deficit of \$1,781.09 in apportioning costs between Lewiston & Auburn.

### Maine Power Options

We entered into an energy contract with Maine Power Options (MPO) in 2012. This contract covers the UV plant, Chloramines, Office, Reservoirs, and several sewer pump stations. Our current contract with them expires on 12/1/2015. We are currently paying a fixed price of \$0.0533 per kWh.

On May 29, 2015 we were contacted by Jon Youde from MPO who offered us an opportunity to lock into a fixed rate for the next four years in accordance with the following schedule:

2016 - \$0.06748

2017 - \$0.06647

2018 - \$0.06587

2019 - \$0.06548

This rate changes by a small fraction on a daily basis.

As a comparison, the standard rate right now is around \$0.05, but can fluctuate wildly. Last year it reached around \$0.12 in the winter months.

There are a few things in the works that can affect the price of power delivery for this region in the coming years:

- In late 2017 there may be an expansion of a Natural Gas pipeline to the Northeast Region which could help to lower the price, but the price of the project could raise prices in the short term.
- Liquefied Natural Gas (LNG) which is shipped in bulk from Boston could also affect electricity prices in the future. The price for LNG is tied to oil prices. If oil remains low, LNG may be used more, which may lower electrical charges. Conversely, a spike in oil prices could make LNG more expensive, which would raise electricity rates.

We will continue the power curtailment program, which will become more important in the coming years. We can reduce our demand charge by reducing our peak loads. The demand charge is based on the previous years' peak. We received \$4,686.61 in revenue from this program in 2014. Due to a contract that MPO has with the company C-Power, our revenue from load shedding is expected to double (or more) in 2017. This change alone would nearly offset the increase in the proposed fixed electricity price.

Given the volatility of the market, uncertainty of the future cost of electricity, and the ability to budget for electricity costs for the next four years, I am recommending that AWD/ASD enter into a fixed electricity price with MPO now, and continue the power curtailment program.

### Policy Workgroups

Both Boards were sent an e-mail by John Storer on June 4 regarding the definition of public meetings.

I believe this information warrants repeating, and I have copied pertinent language from that e-mail below:

MRSA Title 1, Chapter 13, § 406 - Public Notice, it says that "*Public notice shall be given for all public proceedings as defined in section 402, if these proceedings are a meeting of a body or agency consisting of 3 or more persons. This notice shall be given in ample time to allow public attendance and shall be disseminated in a manner reasonably calculated to notify the general public in the jurisdiction served by the body or agency concerned.*"

So any 2 Trustees can meet, but when a 3<sup>rd</sup> member joins in then it becomes a Public Meeting.

Moving forward – the Compensation Committee can meet as often as they would like, we'd simply need to post notice of the meeting. The more notice the better, but we can post notices in our office and at Auburn City Hall. The workgroup has the right to deny public input, since the focus can be on 'workshop' items. You would still have the right to enter Executive Session, provided you met State law in regards to the allowance for Executive Session.

#### Executive Session

There will be an executive session for the Water Trustees to discuss an update to the water drainage issue in the Town of Poland

# AUBURN SEWERAGE DISTRICT

## MONTHLY ACTIVITY REPORT

### May 2015

### MAINS

Location	Ck'd	Comments	OK	Plug	Maint.	Misc.	New
Andrea Ln	1	Check mains			1		
Turner St, TD Bank to Royal Oaks	1	Check mains			1		
Manley Rd - Rite Aid	1	Check mains			1		
Walnut St & Cyr St	1	Jet & Vac mains			1		
12 Park Way	1	Jet line - on ASD			1		
Madison St & Jefferson St	1	Jet & Vac mains			1		
Fairview Ct & Rose Terr	1	Jet & Vac manholes			1		
Monroe St	1	Jet main			1		
Old Farm Hill	1	Jet main			1		
Davis Av	1	Sewer lining project			1		
Valley St & Bennett Av	1	Jet & Vac mains			1		
Hazelhurst St	1	Jet & Vac mains			1		
<b>Monthly Totals</b>	12		0	0	12	0	0
<b>2014 Monthly Totals</b>	7		0	0	5	2	0
<b>YTD Totals</b>	29		0	3	26	0	0
<b>2014 YTD Totals</b>	23		2	4	18	4	2

### MANHOLES

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Hillcrest Av @ Highland Av	1	Roots in manhole			1		
Washington St @ Roy's	1	Cold patch MH			1		
Lake St	1	Locate and raise MH's				1	
Valley St @ Baxter Av	1	Change cover		1			
Lake St	1	Jackhammer & raise 3 MH's				1	
Lake St	1	Raise manhole				1	
<b>Monthly Totals</b>	6		0	1	2	3	0
<b>2014 Monthly Totals</b>	13		0	2	5	6	0
<b>YTD Totals</b>	9		0	1	4	4	0
<b>2014 YTD Totals</b>	12		1	2	12	10	0



## OVERFLOWS

Item		Comments
<b>Monthly Totals</b>		
<b>YTD Totals</b>		

## WEATHER\*

Month	Precipitation					Temperature			
	Snowfall (in.)	Total (in)	Heating Degree Days	Normal Precip	Days of Precip.	Max. (°F)	Min. (°F)	Avg. (°F)	Dep. from Norm
January	47.6	3.62	1504	3.26	11	46	-13	17	-2.5
February	28.6	1.65	1550	2.55	9	33	-18	10	-12.9
March	8.6	1.43	1191	3.64	10	51	-7	26	-6.5
April	4.3	2.83	708	3.78	10	69	17	41	-2.7
May	0.0	0.72	120	3.90	6	87	32	60	4.6
June									
July									
August									
September									
October									
November									
December									
<b>YTD Totals</b>	89.10	10.25							
<b>2014 YTD Totals</b>	55.20	20.26							

## DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	36	20	0	0	0	0	0	4	12	0	0	0
February	32	5	0	0	0	1	1	16	7	0	2	0
March	58	29	0	1	0	0	0	16	10	0	2	0
April	103	54	3	13	0	0	2	3	13	6	8	1
May	154	82	19	30	1	0	1	2	5	0	14	0
June												
July												
August												
September												
October												
November												
December												
<b>YTD Totals</b>	<b>383</b>	<b>190</b>	<b>22</b>	<b>44</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>41</b>	<b>47</b>	<b>6</b>	<b>26</b>	<b>1</b>
<b>2014 Totals</b>	<b>469</b>	<b>226</b>	<b>7</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>33</b>	<b>43</b>	<b>2</b>	<b>55</b>	<b>4</b>

## DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	1			1	0	0	0	0	0	0	0
Water District	9	0	1	1		2	5	0	0	0	0
<b>Monthly Totals</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2014 Monthly Totals</b>	<b>16</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>YTD Totals</b>	<b>61</b>	<b>1</b>	<b>2</b>	<b>14</b>	<b>4</b>	<b>11</b>	<b>25</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>2014 YTD Totals</b>	<b>74</b>	<b>1</b>	<b>11</b>	<b>18</b>	<b>9</b>	<b>7</b>	<b>21</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>

## OTHER ACTIVITIES

1. LAWPCA - serch for leak, video 6" air line, no leak
- 2.
- 3.
- 4.
- 5.
- 6.

Lewiston - Auburn Water Pollution Control Authority											
Cost Apportionment Summary - First Half of 2015											
Lewiston Sewer Division											
Month	Initial %	Initial \$	Op Data	Op Data \$	Difference \$	Initial %	Initial \$	Op Data	Op Data \$	Difference \$	
January	53.50%	\$134,209.21	51.20%	\$128,439.46	\$5,769.74	0.0	46.50%	\$116,649.12	48.80%	\$122,418.87	(\$5,769.74)
February	53.50%	\$134,209.21	52.05%	\$130,571.76	\$3,637.45	0.0	46.50%	\$116,649.12	47.95%	\$120,286.57	(\$3,637.45)
March	53.50%	\$134,209.21	57.28%	\$143,691.65	(\$9,482.44)	0.0	46.50%	\$116,649.12	42.72%	\$107,166.68	\$9,482.44
April	53.50%	\$134,209.21	52.90%	\$132,704.06	\$1,505.15	0.0	46.50%	\$116,649.12	47.10%	\$118,154.27	(\$1,505.15)
May	53.50%	\$134,209.21	53.36%	\$133,858.00	\$351.20	0.0	46.50%	\$116,649.12	46.64%	\$117,000.33	(\$351.20)
June	53.50%	\$134,209.21	50.40%	\$126,432.60	\$7,776.61	0.0	46.50%	\$116,649.12	49.60%	\$124,425.73	(\$7,776.61)
Six Month Adjustment			52.87%		\$9,557.70				47.14%		(\$9,557.70)
Cost Apportionment Summary - Second Half of 2015											
Lewiston Sewer Division											
Month	Initial %	Initial \$	Op Data	Op Data \$	Difference \$	Initial %	Initial \$	Op Data	Op Data \$	Difference \$	
July	56.00%	\$140,480.66	50.06%	\$125,579.68	\$14,900.98	0.0	44.00%	\$110,377.67	49.94%	\$125,278.65	(\$14,900.98)
August	56.00%	\$140,480.66	51.02%	\$127,987.92	\$12,492.74	0.0	44.00%	\$110,377.67	48.98%	\$122,870.41	(\$12,492.74)
September	56.00%	\$140,480.66	55.44%	\$139,075.86	\$1,404.81	0.0	44.00%	\$110,377.67	44.56%	\$111,782.47	(\$1,404.81)
October	57.00%	\$142,989.25	53.62%	\$134,510.24	\$8,479.01	0.0	43.00%	\$107,869.08	46.38%	\$116,348.09	(\$8,479.01)
November	57.00%	\$142,989.25	52.86%	\$132,653.88	\$10,335.36	0.0	43.00%	\$107,869.08	47.12%	\$118,204.45	(\$10,335.36)
December	57.00%	\$142,989.25	56.30%	\$141,233.24	\$1,756.01	0.0	43.00%	\$107,869.08	43.70%	\$109,625.09	(\$1,756.01)
Six Month Total Adj			53.22%		\$49,368.92				46.78%		(\$49,368.92)
Average to date			53.36%						46.64%		
Adjustments to date					\$1,781.09						(\$1,781.09)
Average / Adjustments year end			53.04%		\$58,926.62				46.96%		(\$58,926.62)

All data in large font are 2015 data. Data shown in smaller, italicized font are 2014 data used for estimation/illustration purposes only.